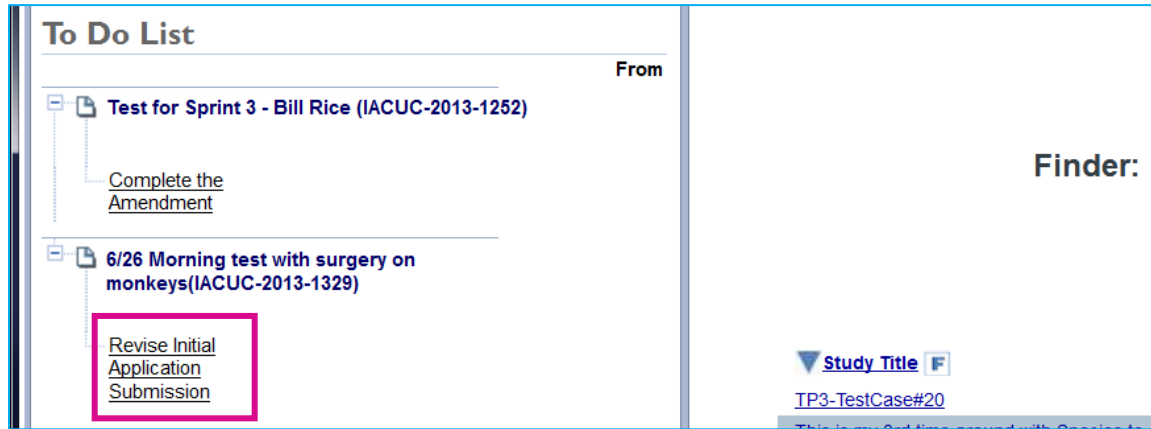


## CAN A PI ASSIGN A “MODIFICATIONS REQUIRED” TASK TO A DELEGATE?

If a PI submits an initial application and receives a “Modifications Required” response from the IACUC, the PI will see that task on his/her To Do List:

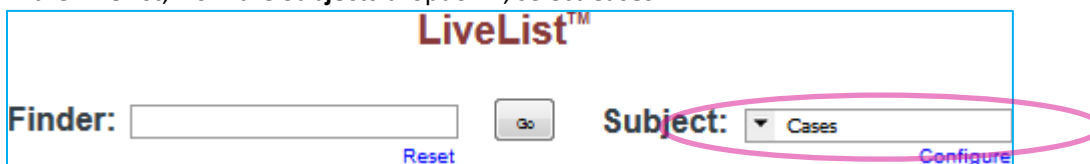


The PI can reassign this task to anyone who is on the protocol, **and who has Signature Authority for that protocol**. After the PI assigns the task to someone else, it will disappear from the PI’s To Do List and appear on that person’s To Do List.

### First, check if the person has signature authority to this protocol

To check if a person has signature authority on a protocol, the PI follows these instructions:

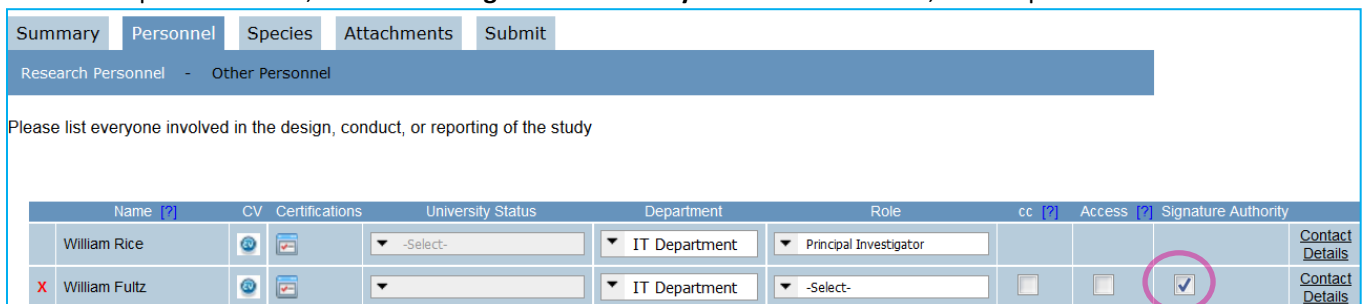
1. In the **LiveList**, from the **Subjects** dropdown, select **Cases**.



2. Open the desired protocol by clicking on its **ID Number**:

ID Number	Protocol Title	PI	Department	Approval Start Date	Approval End Date
IACUC-2013-1421	Lorem ipsum	William Rice	IT Department	11/11/2013	11/10/2016

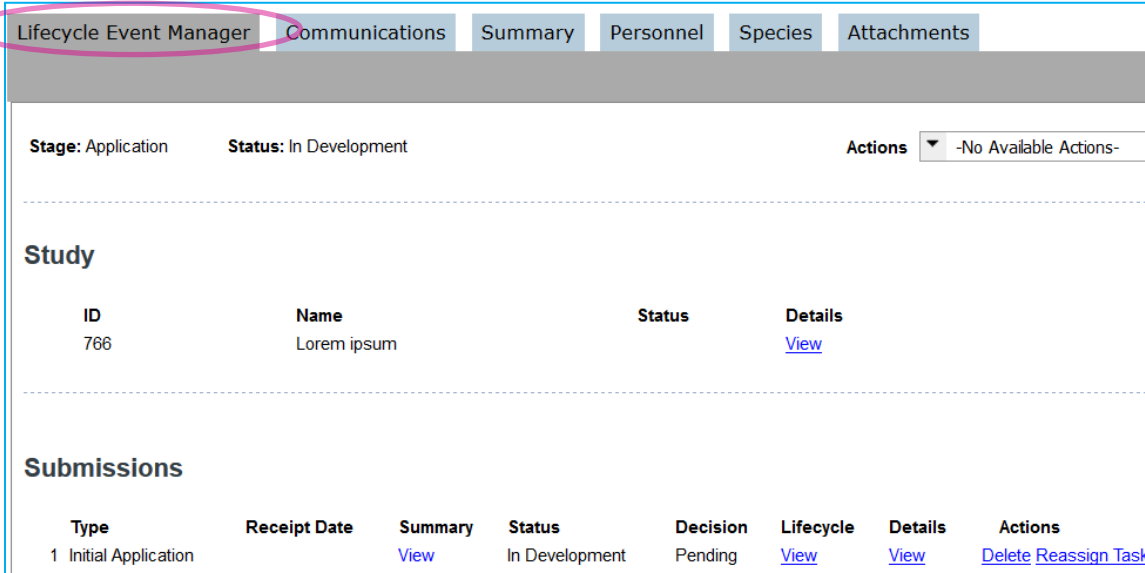
3. The protocol is displayed in the bottom part of the Ideate window. Select the **Personnel** tab.
4. Next to the person’s name, ensure that **Signature Authority** is checked off. If not, click to place a check mark there:



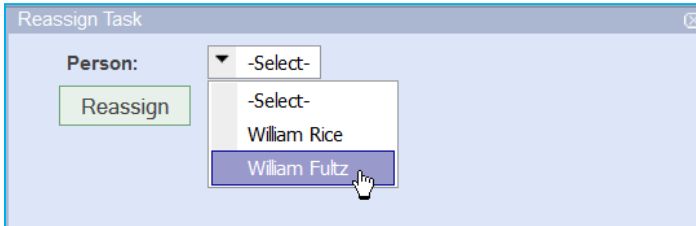
**After you navigate away from the Personnel tab, the change will take effect immediately.**

**Then, move the task from the PI's To Do List to the delegate's To Do List...**

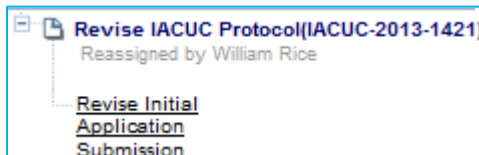
1. Select the **Lifecycle Event Manager** tab:



2. Select the **Reassign Task** link. A dialog box appears, where you can select the delegate.
3. From the drop-down list, select the delegate. Only personnel with signature authority appear on this list:



4. Click the **Reassign** button.
5. The delegate will now see the reassigned task appear in his/her To Do List. Notice that the task says "Reassigned by.." below the task name:



Remember that after a task is reassigned, it is removed from the reassigner's To Do List. If the PI wants to take the task back, (s)he can use this same procedure to reassign it to him/herself.